

**CONFIDENTIAL**  
Security Information

14 January 1952

PERSONNEL DIRECTOR MEMORANDUM NO. 5-52

SUBJECT: PROCESSING OF SEPARATION ACTIONS

1. The following procedural changes in the processing of separation actions are effective with the issuance of this memorandum.

2. Standard Form-50, "Notification of Personnel Action," or Form 37-1, "Confidential Funds Personnel Action," to effect the separation are to be prepared promptly after the termination of employment takes place. For this purpose operating offices should submit Personnel Action Request (Standard Form 52, Form 37-3 or 37-1) at least one week prior to effective date of the request in accordance with CIA Regulation [redacted] The form will be routed by the mail desk to Position Control and then to Personnel Relations Branch so as to be available for exit interview of the employee.

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3. Administrative approval for separation actions (other than those taken for cause) will be the responsibility of the Personnel Relations Branch of Overt and Covert Personnel Divisions.

4. Personnel Relations Branch will forward the Personnel Action Request to Transactions and Records Branch which will proceed with the final preparation of the personnel action document promptly after receipt. The previous practice of requesting from the Finance Office information regarding the employee's accrued leave balance in order to supply this information on the SF-50 personnel action document is discontinued. Instead, the following statement will be inserted in the appropriate "Remarks" section of the SF-52 and SF-50 for vouchered actions: "Statement of accrued annual leave to your credit will be furnished with your final salary check." For unvouchered actions, employee is notified verbally, upon request, of his accrued leave balance by Payroll during final clearance.

5. Publication of this procedure should not be construed to preclude the preparation and authentication of separation actions in advance of the effective date stipulated for the action. Such advance approval is authorized in the case of resignations submitted in writing where the employee names a specific future date. In the case of involuntary separations, regulations of the Comptroller General require that such actions be finally approved prior to the close of business of the last working day.

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Acting Personnel Director